

ADMINISTRATIVE-INTERNAL USE ONLY

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*Memo
See rewritten
memo*

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]

25X1A9a

1. The promotion of [REDACTED] Divisional Secretary, Physics-Chemistry/ORD from GS-6, step 2 to GS-7, step 1 is recommended. She is currently assigned to a GS-7 slot.

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2. [REDACTED] career in the Agency has been in P-C/ORD since September (EOD June) 1968. She was promoted to GS-6 in November 1970 following assumption of duties of Division Secretary with the transfer of [REDACTED] to another assignment in May 1970.

25X1A9a

3. Reflecting training by [REDACTED] manages office responsibilities well. She knows and follows procedures—some of which involve special channels and controls—well. Office records, tickler files, security, personnel matters, compliance with regulations, telephonic communications and appointment scheduling typify these duties.

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4. Secretarial skills, per se, have improved markedly in recent months. [REDACTED] increasingly prepares staff documents for Chief, Physics-Chemistry Division/ORD with minimal direction. Routing memos, acknowledgements, simple memoranda are prepared for signature. Dictation is handled acceptably. Manual skills need strengthening, probably by the development of increased self-confidence when working under pressure.

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5. [REDACTED] initiative in promoting her participation with the Personnel Recruitment Officer in a visit to her alma mater, Mount Ida College, is cited as an unusual plus. This led to a request by Mount Ida college officials for [REDACTED] to attend their annual Secretaries' Week meetings and to address the students in the Secretarial Department on her work as a secretary for a government agency. Gaining security approval, [REDACTED] handled this opportunity very well indeed.

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6. Work habits are noted as evidencing an unusual sense of responsibility with regard to punctuality, application and leave usage. Personal conduct, demeanor and grooming are noted favorably.

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7. [REDACTED] age tends to be a handicap. She has had problems in supervising the Division's Junior Secretary. I believe this was due to a lack of self-confidence when faced by a strong "competitor." Nonetheless, she weathered the problem and has effectively trained both the present incumbent, [REDACTED] and her predecessor, [REDACTED]

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8. On balance, and in accord with ORD secretarial promotional practices, I recommend the promotion of [REDACTED] to GS-7, step 1.

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25X1A9a SIGNED

[REDACTED]
Chief, Physics-Chemistry
Office of Research and Development

RECOMMEND APPROVAL

Chairman, Special Panel, ORD

Date

APPROVAL:

Director of Research and Development

Date

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C/P-C/ORD/DD/S&T: [REDACTED] dms/2672 (24 Aug 72)